

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2001- 2005

Annual Plan for Fiscal Year 2004/2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of San Diego

PHA Number: CA108

PHA Fiscal Year Beginning: 07/2004

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

☒ Main administrative office of the PHA

County of San Diego
Department of Housing and Community Development
3989 Ruffin Rd.
San Diego, CA 92123
(858) 694-4874

☐ PHA development management offices

☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

☒ Main administrative office of the PHA

County of San Diego
Department of Housing and Community Development
3989 Ruffin Rd.
San Diego, CA 92123
(858) 694-4874

☒ PHA development management offices

Towncentre Manor Apartments
434 F St. #101
Chula Vista, CA 91910

Display Locations for Plans and Supporting Documents (continued)

Melrose Manor Apartments

1678 Melrose Ave., #19
Chula Vista, CA 91911

L Street Manor Apartments

584 L Street, Apt. F
Chula Vista, CA 91911

Dorothy St. Manor Apartments

778 Dorothy St., Apt. A
Chula Vista, CA 91911

- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library

San Diego County Branches

El Cajon Branch

201 E. Douglas Ave.
El Cajon, CA 92020

County of San Diego

5555 Overland Ave., 15 M/S 070
San Diego, CA 92123

Lincoln Acres Branch

2725 Granger Ave.
Lincoln Acres, CA 91950

Vista Branch

700 Eucalyptus
Vista, Ca 92084

- ☒ PHA website

www.sdhcd.org

☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)



Main business office of the PHA

County of San Diego

Department of Housing and Community Development

3989 Ruffin Rd.

San Diego, CA 92123



PHA development management offices



Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities: Utilized HOME and redevelopment funds to create tenant based rental assistance programs.
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)

Progress Statement

The PHA has made progress toward the above stated Goals and Objectives by:

- The PHA was awarded 50 Mainstream Vouchers for FY 2003/2004.
- A \$50,000 IDEA grant was awarded in February 2003 to Citibank on behalf of the PHA's Section 8 Homeownership participants for downpayment assistance.
- Applying for HUD's Continuum of Care Program (McKinney-Vento Homeless Assistance) in the amount of \$3,979,947 (June 2003) including a Shelter Plus Care Sponsor Based application for \$197,664.

- Providing leadership in an alliance of five County of San Diego departments responsible for the coordination of *Building Blocks for Better Neighborhoods Program*. Through this program, public and community alliances have been formed to leverage and create improved planning and delivery of housing programs for residential blocks in need.
- Collaborating and providing resources for four County Revitalization Steering Committees for the areas of the *Back County, Lakeside, Ramona and Spring Valley*. The goals of the Community Revitalization Program are to:
 - Meet in the community and work with community members and local organizations in developing what they believe are the critical priority projects in their community;
 - Resolve issues for which there are available resources;
 - Assist community members in identifying available funding sources; and
 - Assist and empower community members to apply for necessary funding to achieve their goals.

All four Revitalization Steering Committees are actively meeting and have each developed a matrix of issues related to funding or policy decisions needed by the County's Governing Board. Solutions have been identified for 135 issues thus far.

- Implementing the San Diego County Lead-Based Paint Hazard Control Program which is funded by a \$1 million grant from the U.S. Department of Housing and Urban Development (HUD), Office of Healthy Homes and Lead Hazard Control. The Program's goal was to provide education and outreach, blood testing of children under six, and to control lead-based paint hazards in 63 residential units in which low-income families reside. On April 16, 2003, the Board of Supervisors took action to expand the program's target areas to include the cities of San Diego and National City, and directed staff to identify other areas and additional funding for this program. The expanded program has been successfully implemented and, to date, the County has tested blood-lead levels of over 350 children under six, tested 177 homes for lead-based paint hazards and has completed lead reduction activities in 76 homes occupied by low and moderate income families. On August 1, 2003, the County was awarded a Performance Based Renewal Grant from HUD in the amount of \$674,177. These funds are to continue the program's objectives in an additional 30 homes, for a total goal of 93 units. The program's new target areas now include the Urban County (the unincorporated area and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach), as well as those portions of the City of San Diego not covered by the City of San Diego's newly acquired Lead-Based Paint Hazard Control Grant.
- Providing rehabilitation services to low-income homeowners. For fiscal year 2003/2004, approximately 39 units have been rehabilitated with expenditures of \$262,087.
- Assisting and providing match and leverage for the County's Health & Human Services Agency Supportive Housing Initiative Act (SHIA) from the State of California Department of Mental Health. That grant provides nearly \$2.0 million in state funding to

bring services to the mentally ill in North County. The County HCD supports that grant with its Tenant Based Shelter Plus Care Program (a five-year grant to support up to 38 units) renewed in 1999 and re-funded beginning in November 2000.

- Administering a local rental assistance program for the City of Del Mar. Approximately \$28,573 in CDBG funds, as well as Del Mar local gap funds of \$31,477 expended to assist seven households during fiscal year 2003/2004.
- Assisting persons with AIDS or HIV with rental assistance. For FY 2003/2004, approximately 80 households assisted and the expenditure of \$511,174.
- Implemented a HOME funded tenant-based rental assistance program as of August 2002 for the city of La Mesa in the amount of \$315,000 to assist up to 40 households for two years.
- Implemented an urban county HOME funded tenant-based rental assistance program in the amount of \$1 million to assist up to 132 households over two years.
- Assisting persons with tuberculosis with HOME funded tenant-based rental assistance since 1994. Approximately \$98,681 expended to assist up to 20 households.
- Assisting youths with mental illness with HOME funded tenant-based rental assistance since March 2002. Approximately \$65,975 expended to assist up to ten households.
- Administering a local rental assistance program for the city of Encinitas. Approximately 121,455 expended to assist up to 13 households.
- Implemented a local rental subsidy program funded by the California Redevelopment Agency in the amount of \$1,430,215 to assist up to 65 households.



PHA Goal: Improve the quality of assisted housing

Objectives:



Improve public housing management: (PHAS score) High Performer scores received for FYs 2001/2002 and 2002/2003 and expect to maintain.



Improve voucher management: (SEMAP score) High Performer scores received for FYs 2001/2003 and 2002/2003 and expect to maintain.



Increase customer satisfaction: The PHAs intends to maintain its customer satisfaction rating above 90%.



Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections): Improved reporting system to keep track of utilization and deconcentration.



Renovate or modernize public housing units:



Demolish or dispose of obsolete public housing:



Provide replacement public housing:



Provide replacement vouchers:



Other: (list below)

Progress Statement

The PHA made progress toward the above stated Goal and Objectives by:

- Participating High Performer PHAS rating for fiscal years 2002/2003 and 2003/2004. The PHA has developed a database to measure ongoing accomplishments, risks, and progress as relates to PHAS. The PHA has been proactive in correcting all errors in its MTCS transmissions when they occur to optimize its reporting rate.
- Acquired a proven rental assistance software program to provide ongoing administration, monitoring and management reporting of the Section 8 Housing Choice Program. Completed the upgrade to the windows version of this system in August 2003. In the process of creating a large library of reports to enable management to monitor and make immediate corrections to program operations when necessary.
- The PHA has developed a database to measure and monitor ongoing requirements of the SEMAP.
- Achieved a 95.2% customer service rating (fiscal year 2002/2003). The year before, achieved a 93.4% rating (fiscal year 2001/2002). The goal is to achieve a 95% customer service rating for fiscal year 2003/2004 and as of December 19, 2003, have a 94% customer service rating.

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling: Continue to provide voucher mobility information to encourage families to take advantage of areas of greater opportunity that are low-poverty/minority concentration.
- ☒ Conduct outreach efforts to potential voucher landlords: Provide presentations to landlord groups upon request and develop a regular landlord workshop.
- ☒ Increase voucher payment standards: PHAs subsidy standards are 110% of FMR.
- ☒ Implement voucher homeownership program: Implemented in October 2002.
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)

Explore use of special housing types to expand housing opportunities.

Progress Statement

The PHA has made progress toward the above stated Goal and Objectives by:

- Developed a voucher Homeownership Program directed to successful Family Self Sufficiency Program candidates. Three candidates have closed escrow on the purchase of homes with the additional assistance of \$400,000 HOME funds set aside for a

downpayment and closing costs assistance program created for Section 8 homeownership.

- Providing landlord outreach and education sessions to update owners on recent program changes. Recently co-sponsored an owner event in conjunction with HUD, the San Diego Housing Commission, Oceanside Housing Authority, Encinitas Housing Authority, Carlsbad Housing Authority, and National City Housing Authority.
- Maintained payment standards at 110% of the most recently published Fair Market Rent (FMR).
- Maintaining a listing of rental housing in areas of greater opportunity for selection by Section 8 program participants.
- In the process of developing a kiosk for the PHA's lobby to provide employment, training and educational information, housing information, community information, as well as the available rental housing listing.
- Received a three-year, \$100,000 Resident Opportunities and Self-Sufficiency Program grant for supportive services for residents of the PHA's senior public housing complex.
- Received 50 Mainstream vouchers in fiscal year 2003/2004.
- Received Family Self Sufficiency coordinator funding.
- Received by Citibank, on behalf of the PHA, a \$50,000 IDEA grant for Section 8 Homeownership participants.
- Acorn Housing Corporation received a housing counseling grant for, among others, the PHA's Section 8 Homeownership participants.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements: Security lighting, video cameras, and certification by local law enforcement are efforts underway.
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below)
 - Continue to carryout an annual preventive maintenance program as a part of regular annual UPCS inspections.
 - Continue renovation or modernization of public housing units in accordance with the preventive maintenance plan.

Progress Statement

The PHA has made progress toward the above stated Goal and Objectives by:

- Annual revision of Admissions and Occupancy Policies to reflect resident and participant advisory group input regarding wait list preferences and physical improvements needed or desired by residents.
- Incorporating resident input for the PHA's comprehensive maintenance plan. Resident input has been incorporated in the Five-Year Action Plan for Capital Improvements provided in the PHA Plan submission.
- Providing information to landlords on HQS compliance issues.
- Accessing sex offender registration information with the San Diego County Sheriffs Department to ensure the safe environment of residents.
- Will be implementing a regular program of reviewing criminal activities of program participants on a regular basis.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
 - ☐ Provide or attract supportive services to improve assistance recipients' employability:
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☒ Other: (list below)

Increase the number of Family Self Sufficiency participants by offering a priority for Section 8 Homeownership, as well as an Internship Program to provide on-the-job training at the PHA to FSS participants.

Progress Statement

The PHA has made progress toward the above stated Goal and Objectives by:

- Revised its Public Housing and Section 8 policies to include procedures and PHA policies that support participant efforts toward self-sufficiency as it relates to treatment of income between regularly scheduled reexaminations.
- Affirmatively marketing its Family Self-Sufficiency Program (FSS) to rental assistance participants. The PHA currently has 150 families participating in the FSS Program, of which 65 have escrow accounts established. The PHA estimates that program participation will increase to 187 participating families by June 30, 2004. Three groups of ten FSS participants were selected for the Section 8 Homeownership Program in March 2003. Three FSS participants successfully purchased homes.

- Actively pursuing collaborations with regional entities such as the County of San Diego Health and Human Services Agency and other regional public housing agencies to coordinate supportive services and linkages for the PHA's Section 8 and Public Housing participants.
- Effectively administering the Supportive Housing Program through which local nonprofit entities provide supportive services in transitional housing to develop self-sufficiency.
- Providing contributions of \$96,300 to the Cold Weather Shelter Voucher Program to serve homeless families, the elderly and disabled.
- Effectively administering HUD's Shelter Plus Care Program for both tenant and sponsor based rental assistance. On 11/01/2000, the PHA received a five-year HUD grant for \$1,581,480. With this grant, the PHA expects to provide tenant-based assistance to approximately 38 households a year. Over the last year, approximately 34 households have been assisted. In addition, HUD has awarded \$193,920 in sponsor-based funding. In the last year, approximately 20 households were assisted with sponsor-based assistance.
- Increasing special needs voucher programs for the emancipation of foster youth. Additional funding of \$250,000 in HOME funding for tenant-based rental assistance for 52 emancipated foster youth for fiscal year 2003/2004.
- Continue to pursue and apply for Family Unification Vouchers whenever eligible.
- Received a three-year, \$100,000 Resident Opportunities and Self-Sufficiency Program grant for supportive services for residents of the PHA's senior public housing complex.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Progress Statement

The PHA has made progress toward the above stated Goal and Objectives by:

- Adopted policies that support accessibility and accommodation for the elderly and disabled.
- Provide fair housing information to Section 8 participants at briefings.
- Established a relationship with the Fair Housing Council.

- Awarded a contract to the Fair Housing Council of San Diego to respond to housing discrimination complaints and act as the fair housing administrator. The Fair Housing Council has performed these functions since July 1999.
- Collecting information on accessible rental housing.
- Mailed a survey on accessibility and discrimination to approximately 100 Section 8 disabled households. Expect to tabulate the survey results by January 2004.

Other PHA Goals and Objectives: (list below)

PHA Goal: Ensure maximum utilization of PHA program dollars and resources

Objective(s):

Maintain a 98% utilization rate in the Section 8 Program

Maintain a 98% occupancy rate in the PHAs Public Housing Program

Progress Statement

The PHA has made progress toward the above stated Goal and Objectives by:

- Maintaining a 96% voucher utilization rate and over 100% annual budget authority utilization rate as of December 2002. Expect 98% voucher utilization rate the end of fiscal year 2003/2004.
- Maintaining the public housing occupancy rate of almost 100% as of October 2003 using affirmative measures.
- Undertaking maintenance activities that improve all public housing facilities.

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
- ☒ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

In accordance with Section 511 of the Quality Housing and work Responsibility Act of 1998, the Housing Authority of the County of San Diego (PHA) is submitting this PHA Plan.

The PHA Plan is presented in two sections.

Section 1: Five Year Plan

The Five-Year Plan describes the mission of the PHA and its long-range goals and objectives for achieving its mission over the next five years.

Mission

- The mission of the PHA is the same as that of the U.S. Department of Housing and Urban Development (HUD): *"To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination."*

Long-Range Goals and Objectives

- Increase the availability of decent, safe and affordable housing.
- Improve the quality of assisted housing.
- Increase assisted housing choices.
- Provide an improved living environment.
- Promote self-sufficiency and asset development of families and individuals.
- Ensure equal opportunity and affirmatively further fair housing.
- Ensure maximum utilization of PHA program dollars and resources.

Section 2: Annual Plan

The Annual Plan provides details about the PHA's current operations, program participants and services.

Operations

- Owns and operates 121 conventional Public Housing units, as well as programs for special needs populations described elsewhere in this Plan.
- Administers a rental assistance program of approximately 10,396 units.
- Approximately 20,790 applicants on Waiting List for rental assistance.
- Preferences are provided to working families, families with children, veterans, the elderly and disabled families, and as of April 1, 2004, an equal preference is being given to the homeless.
- Applicants are screened to determine any involvement in criminal violent or drug-related activities.

Program Participants and Services

- Approximately 10,026 families currently receiving monthly rental assistance.
- A Family Self-Sufficiency Program is available to assist Section 8 participants to enhance employment skills.

- On-going coordination maintained with local police agencies to determine if applicants/participants are registered sex offenders or involved in criminal or drug-related activities.

In the development of the PHA Plan, input will be solicited from program participants through the formation of a Resident Advisory Board. The minutes of the Resident Advisory Board meetings and public hearings are available for review in the PHA file or the PHA Plan. The Deputy Director, on behalf of the Board of Commissioners, approved the release of the draft PHA Plan on January 15, 2004 for a 45-day public review and comment period. All comments received during the comment period will be considered and where appropriate incorporated into the PHA Plan. The Board of Commissioners will conduct a public hearing to approve Plan revisions at the Housing Authority Board of Commissioners meeting in March 2004.

Questions or comments regarding this PHA Plan should be addressed to Catherine J. Trout, Director, County of San Diego, Department of Housing and Community Development, 3989 Ruffin Rd., San Diego, CA 92123.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ **A** Admissions Policy for Deconcentration [**Filename: ca108a01**]
☒ **B** FY 2000 Capital Fund Program Annual Statement [**Filename: ca108b01**]
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) N/A

Optional Attachments:

- ☒ **C** PHA Management Organizational Chart [**Filename: ca108c01**]
☒ **D** FY 2000 Capital Fund Program 5 Year Action Plan [**Filename: ca108d01**]
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)

E Section 8 Project-Based Housing Choice Vouchers [**Filename: ca108e01**]
F Housing Authority governing Board [**Filename: ca108f01**]
G Section 8 Homeownership Program [**Filename: ca108g01**]

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
***	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
***	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
***	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
***	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
***	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
***	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
***	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
***	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
***	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
***	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
***	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
***	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
***	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
***	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
***	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
***	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
***	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
***	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
***	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
***	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
***	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
***	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

The PHA has analyzed the housing needs of low-income and very low-income families who reside in the PHA's jurisdiction. Included in the analysis are housing needs of extremely low-income and elderly families.

The housing needs of each of these groups have been identified separately. The identification of housing needs accounted for issues of affordability, supply, quality, accessibility, size of units and location.

The PHA's jurisdiction encompasses more than one Consolidated Plan jurisdiction. Consolidated Plans for the cities of Chula Vista, Escondido, and El Cajon describe the housing needs for these cities. In addition, the County of San Diego has taken a regional approach and developed a Consortium Consolidated Plan, which contains a comprehensive affordable housing strategy for the unincorporated area of San Diego County and the cities of Carlsbad, Coronado, Del Mar, Encinitas, Imperial Beach, La Mesa, Lemon Grove, Poway, Santee, San Marcos, Solana Beach and Vista. The cities of Carlsbad and Encinitas operate their own housing authorities. The Consortium Consolidated Plan and the Plans of the other cities have been included in the housing need analysis in the chart listed below. In rating the factors listed, the PHA has taken an average of the ratings reported by each consolidated plan city rounding to the nearest number. All Consolidated Plans and charts for each jurisdiction are available as support documentation for the Five Year and Annual Plan submitted.

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type* **							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	35,263	5	5	3	3	4	3
Income >30% but <=50% of AMI	76,923	5	5	3	3	4	3
Income >50% but <80% of AMI	51,828	5	4	4	2	4	4
Elderly	18,533	5	5	4	3	3	4
Families with	32,488						

Housing Needs of Families in the Jurisdiction by Family Type* **							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Disabilities		5	5	4	4	3	3
Hispanic	45,477	N/A	N/A	N/A	N/A	N/A	N/A
White	98,014	N/A	N/A	N/A	N/A	N/A	N/A
Black	6,404	N/A	N/A	N/A	N/A	N/A	N/A
Asian	1,313	N/A	N/A	N/A	N/A	N/A	N/A
American Indian	7,552	N/A	N/A	N/A	N/A	N/A	N/A
Hawaiian & Pacific	493	N/A	N/A	N/A	N/A	N/A	N/A
Other	329	N/A	N/A	N/A	N/A	N/A	N/A
2 or more races	4,432	N/A	N/A	N/A	N/A	N/A	N/A

* Data was obtained was based on the 2000 Census and obtained through www.sandag.org website.

** Data was approximate based on the percentages of groups in the various areas of the PHA's jurisdiction and the number of non-owner occupied units (rental units) in the various areas of the PHA's jurisdiction.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s
 Indicate year: 2000-2005 County of San Diego Consortium Consolidated Plan for the unincorporated area and the cities of Carlsbad, Coronado, Del Mar, Encinitas, Imperial Beach, Lemon Grove, Poway, Santee, San Marcos, Solana Beach, and Vista

☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 2000 Census

☐ American Housing Survey data
 Indicate year:

☐ Other housing market study

Indicate year:

☒ Other sources: (list and indicate year of information)

San Diego Association of Governments (SANDAG) based on the 2000 census.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	20,790		800
Extremely low income <=30% AMI	14,866	71.50%	
Very low income (>30% but <=50% AMI)	5,544	26.66%	
Low income (>50% but <80% AMI)	315	1.50%	

Housing Needs of Families on the Waiting List			
Income > 80% AMI	65	.31%	
Families with children	11,771	56.62%	
Single Families	1,423	6.84%	
Elderly families	2,410	11.59%	
Families with Disabilities	5,186	24.94%	
White/Non-Hispanic	11,442	55.04%	
White/Hispanic	5,770	27.75%	
Black/Non-Hispanic	2,427	11.67%	
Black/Hispanic	37	0.18%	
American Indian	188	.90%	
Asian	918	4.42%	
Pacific Islander	8	.04%	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,595		10
Extremely low income <=30% AMI	3,332	72.51%	
Very low income (>30% but <=50% AMI)	1,263	27.49%	
Low income (>50% but <80% AMI)	0	0.0%	
Families with children	3,068	67.77%	
Elderly families	427	9.29%	
Families with Disabilities	1,100	23.94%	
White/Non-Hispanic	2,080	45.27%	
White/Hispanic	1,646	35.82%	
Black/Non-Hispanic	642	13.97%	
Black/Hispanic	8	.18%	
American Indian	47	1.02%	
Asian	172	3.74%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,924	41.87%	4
2 BR	2,200	47.88%	2
3 BR	369	8.03%	2
4 BR	84	1.83%	N/A
5 BR	16	0.35%	N/A
5+ BR	2	0.04%	N/A

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes

NEEDS ASSESSMENT

Through analysis of the PHA's jurisdiction and waiting lists, the PHA believes that affordability and supply are the factors that highly impact low, very low, and extremely low-income households.

Consolidated Plan information indicates that households with incomes below 30% of area median (extremely low-income), elderly households and households with disabilities are in the most imminent danger of becoming homeless. Further analysis reveals that the special needs groups, elderly populations and families with disabilities are significantly impacted due to the severe cost burden experienced by these populations.

BARRIERS TO AFFORDABLE HOUSING

There are significant barriers in the PHA's jurisdiction, which impact the PHA's ability to provide affordable housing to the needy populations in its jurisdiction.

These barriers include, the lack of affordability, the limited supply of housing resources, and the overall demand for housing units in the jurisdiction are the primary barriers. Overall vacancy rates within the Housing Authority jurisdiction are around 4% for rental units. Due to the economic forces of limited supply and great demand, rents have increased at a much faster rate than income.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The PHA will continue to apply for all available federal, State, and local funding targeted towards improving, increasing, or developing affordable housing stock. In addition, new types of assisted housing, such as single room occupancy, shared and group housing, will be allowed as an alternative source of affordable housing. The PHA will pursue developing new partnerships with public and private agencies, as well as property management groups,

working together to develop solutions to housing affordability issues. The Family Self-Sufficiency program, as well as economic self-sufficiency programs, will continue to be promoted and expanded. Additionally, the PHA has implemented the Homeownership Housing Choice Voucher Program, and may be implementing the Project-Based Housing Choice Voucher Program.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)

- Recruit new landlords with outreach efforts.
- Offer alternative housing types as an option (e.g., single room occupancy, group and shared housing)
- Maximize utilization of the program.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available

- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

- Encourage alternative living arrangements, such as shared housing, for the disabled or elderly.
- Educate the elderly mobilehome owners renting their pads on the availability of assistance.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

- Encourage alternative living arrangements, such as shared housing, for the disabled or elderly.
- Educate the elderly mobilehome owners renting their pads on the availability of assistance.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)

- Explore the possibility of using project-based vouchers for the elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)

- Explore the possibility of using project-based vouchers for the disabled.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)

- Place a kiosk with internet access in the PHA's front lobby to provide information on housing outside areas of poverty/minority concentration, and other fair housing information.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

As required by the Quality Housing and Work Responsibility Act of 1998, the PHA is submitting a Statement of Financial Resources. The statement includes projected income and expenses for the operation of public housing and tenant-based assistance programs for the fiscal year beginning July 1, 2004 and ending June 30, 2005.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
a) Public Housing Operating Fund	\$160,566	
b) Public Housing Capital Fund	\$166,000	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$76,960,958	
f) 50 Mainstream Vouchers	\$414,498	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
h) Resident Opportunity and Self- Sufficiency Grants	\$33,333	
i) Community Development Block Grant	\$400,000 \$23,122	Housing Preservation Rental Assistance
j) HOME	\$1,628,592	Rental Assistance
Other Federal Grants (list below)		
Lead-Based Paint Hazard Grant	\$547,010	Lead Based Paint
FSS Coordinator	\$48,177	Section 8 FSS
HOPWA	\$614,592	Rental Assistance
Shelter Plus Care	\$496,200	Rental Assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Funds	\$166,000	
3. Public Housing Dwelling Rental Income	\$450,000	Public Housing Operations
4. Other income (list below)		
Interest – Public Housing	\$25,000	Public Housing Operations
Interest – Section 8	\$100,000	Affordable Housing
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Laundry Income	\$12,000	Public Housing Operations
City of Del Mar	\$31,477	Rental Assistance
Total resources	\$82,277,525	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) (3)
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☐ Housekeeping
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. ☐ Yes ☒ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

The PHA has four public housing developments. Only one development has one-bedroom units. Therefore, applicants needing one-bedroom assignments can only be referred to one particular development for Public Housing.

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies

☒ Overhoused

☒ Underhoused

☒ Medical justification

☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)

☐ Resident choice: (state circumstances below)

☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and surviving spouses of veterans
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Elderly head of household or spouse
 Disabled head of household or spouse
 Families with dependent children

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing
- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ **1** Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☒ **1** Working families and those unable to work because of age or disability
- ☒ **1** Veterans and surviving spouses of veterans
- ☒ **1** Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
- 1 Elderly head of household or spouse
- 1 Disabled head of household or spouse
- 1 Families with dependent children

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)

The family must not have violated any family obligation during a previous participation on the Section 8 program.

The PHA may make an exception, if the family member who violated the family obligation is not a current member of the household on the application.

The family must pay any outstanding debt owed to the PHA or another PHA as a result of prior participation in any federal housing program. The PHA does not admit a family if they owe money to a PHA as a result of their participation in any federal housing program.

The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before this PHA will allow participation in its Section 8 program.

The PHA will check criminal history for all adults in the household at admission and transfer to determine whether any member of the family has violated any of the prohibited behaviors as referenced in the PHA's Administrative Plan. This includes review of the State of California sex offender registration program. The PHA may also check criminal history of all adult participants as a routine activity.

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, the PHA may deny assistance and may refer the family file/record to the proper authorities for appropriate disposition.

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☒ Criminal or drug-related activity

The PHA does not share criminal history with prospective landlords, but may provide select information, upon a landlord's request, that has a bearing on an application or eviction.

☒ Other (describe below)

The PHA will provide prospective landlords, upon request, any documentation in the file that reflects on a participant's tenancy history. Also, the PHA will provide landlords, upon request, the current address of the family, as well as the current and previous landlords' names, addresses, and phone numbers, if known.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The PHA will grant extensions to families seeking housing in the jurisdiction providing families the maximum benefit to seek affordable and suitable housing for their family. The PHA may also, from time to time, grant extensions when a lease-up effort is underway. In addition, upon family request, the PHA will consider granting additional time, if necessary, as a reasonable accommodation for families with disabilities, and to accommodate families unable to locate suitable housing after a good faith effort due to unavailability of affordable housing.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and surviving spouses of veterans
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Elderly families
Disabled families
Families with dependent children

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing

1 Homelessness
High rent burden

Other preferences (select all that apply)

- ☒ **1** Working families and those unable to work because of age or disability
- ☒ **1** Veterans surviving spouses of veterans
- ☒ **1** Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

1 Disabled Families
2 Elderly Families
3 Families with dependent children

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)

HUD’s Housing Choice Voucher Guidebook

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below)

PHA written materials

PHA internet

PHA community events

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ None
☐ For the earned income of a previously unemployed household member

- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs

- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)

The PHA requires families to report all changes in income. However, changes are noted in the tenant file and no rent adjustment is made unless such change is a decrease in tenant rent or an increase in rent due to a change in family composition. The PHA does complete interim reexaminations for all changes in family composition.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

The PHA utilizes rental surveys conducted by the MarketPoint Advisors Realty Company.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)

Property values and rents have been rapidly increasing within the PHAs jurisdiction.

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☐ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management N/A

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

This PHA is exempt because it was a High Performing PHA and is also classified as a small PHA because it has a Public Housing Program of 121 units.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		

Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures N/A

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

This PHA is exempt because it was a High Performing PHA and is also classified as a small PHA because it has a Public Housing Program of 121 units.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

As required under the Quality Housing and Work Responsibility Act, the PHA is submitting its Capital Improvement Plan. This submission includes both the long-term capital improvements needed, as well as the capital improvements planned for the fiscal year beginning July 1, 2004.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) [**Filename: ca108b01**]

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) [**Filename: ca108d01**]

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
--

1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

The PHA is currently has implemented a Homeownership Option of the Housing Choice Voucher Program, limited to no more than ten searching families at a time. Three families have been successful in this program. Program details are contained in the Section 8 Administrative Plan effective April 1, 2004.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

1. Program Description: N/A

This PHA is exempt because it was a High Performing PHA and is also classified as a small PHA because it has a Public Housing Program of 121 units.

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs N/A

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

This PHA is exempt because it was a High Performing PHA and is also classified as a small PHA because it has a Public Housing Program of 121 units.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation

- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☐ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures N/A

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

This PHA is exempt because it was a High Performing PHA and is also classified as a small PHA because it has a Public Housing Program of 121 units.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
 - ☐ Police provide crime data to housing authority staff for analysis and action
 - ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - ☐ Police regularly testify in and otherwise support eviction cases
 - ☐ Police regularly meet with the PHA management and residents
 - ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - ☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. Mailed separately.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
- 3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
- 4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?

5. ☐ Yes ☐ No: If yes, how many unresolved findings remain? ____
Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management N/A

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

This PHA is exempt because it was a High Performing PHA and is also classified as a small PHA because it has a Public Housing Program of 121 units.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

A Resident Advisory Board meeting was scheduled for November 19, 2003. No Resident Advisory Board members attended this meeting. Only two property management representatives were present to discuss the Capital Fund Program.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☐ Attached at Attachment (File name)
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☒ Other: (list below)

No board comments received, but did consider the property management company's suggestions and modified the Capital Fund Five-Year Plan.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

Appointment by the Board of Supervisors of the County of San Diego

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) The County of San Diego Consortium for the Unincorporated Area, and the cities of Carlsbad, Coronado, Del Mar, Encinitas, Imperial Beach, La Mesa, Lemon Grove, Poway, San Marcos, Santee, Solana Beach, and Vista. (Note: approximately 70% of the PHA jurisdiction is covered by this Consolidated Plan.)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

1. Apply for additional Section 8 units, should they become available.
2. Pursue housing resources, other than public housing or Section 8 tenant-based assistance.
3. Apply for 'special purpose' vouchers targeted to the elderly, if available.
4. Affirmatively market to local non-profit agencies that assist families with disabilities.
5. Counsel Section 8 tenants on the location of units outside areas of poverty or minority concentration and assist them to locate these units.
6. Market the Section 8 Rental Assistance Program to owners outside areas of poverty/minority concentration.

☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

It is the general policy of the County of San Diego Consolidated Consortium to give top priority to assist extremely low-income groups to locate affordable housing. The Consortium's Plan supports the PHA Plan by pursuing the creation of housing opportunities that maintain affordability for the longest possible time period. With the exception of the cities of Carlsbad and Encinitas, the PHA operates the Section 8 Program for all participating cities of the Consolidated Plan Consortium. The PHA's Section 8 program is the most comprehensive rental assistance program available in the jurisdiction of the Consolidated Plan.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

19. Definition of "Substantial Deviation" and Significant Amendment or Modification" (903.7r):

The PHA has, in conjunction with the Resident Advisory Board developed the following definitions, as required by 903.7(r).

"Substantial Deviation" from the Agency's Five-Year Plan will include:

"Any change to the Agency's Mission Statement."

"Any change to a goal or objective that is included in the PHA Five-Year Plan that would have a substantive effect on the public housing residents or Section 8 participants. An example would be a decision by the PHA to not apply for additional Section 8 vouchers even though the Five-Year Plan includes an objective calling for such application to expand the supply of affordable housing."

"Significant Amendment or Modification" to the Agency's Five-Year or Annual Plan is defined as follows:

"Changes to local discretionary rent or admissions policies;"

"Changes to the organization of the waiting list;"

"Changes to the resident selection criteria;"

"Changes to the Grievance or Informal Hearing Procedures;"

NOTE: Any regulatory changes will be made to any PHA policies or procedures as a matter of ongoing administration and will not be considered to constitute a significant amendment or modification for the purposes of the PHA Plan.

